

From: Commanding Officer, _____

To: Commanding Officer, Naval Air Reserve Norfolk (N72)

Subj: INDIVIDUAL INACTIVE TRAINING DUTY (IDT)

1. The following individual (s) are authorized to reschedule as indicated. Request NAVRES 1570/22.

PRIVACY ACT STATEMENT: Under the authority in 1, below, information is requested to accomplish the purpose described in 2, below. The information provided will not be divulged without your written authorization to anyone other than for the routine use described in 3, below. You are not required to provide this information; however, failure to do so could result in the action described in 4, below.

1. **AUTHORITY.** The authority for obtaining information on this form is 5 USC, 301, 44 USC 3101.
2. **PURPOSE.** Information is obtained for the purpose of authorizing and processing reserve pay documentation.
3. **ROUTINE USES.** Information is used to record and process information for rescheduled drill accounting.
4. **MANDATORY/VOLUNTARY DISCLOSURE, CONSEQUENCES OF REFUSAL TO DISCLOSE.** Disclosure is voluntary, but failure to disclose may result in unresolved pay discrepancies.

NAME	RATE RANK	SSN	TYPE	ORIG DATE	RESKED DATE	NO/ DRILLS	REASON

CO/XO/DESIGNATE & DATE